

## CITY CLERK

### NATURE OF WORK

This is responsible and specialized administrative work supervising and participating in the work of the City Clerk's Division.

Work involves responsibility for preparing, maintaining and attesting to the official records of actions taken by the City Council in regular and special meetings. The City Clerk is custodian of the official books and records of the City Council. Work is performed under the general supervision of the Finance Director and in accordance with general instructions and directions from the Mayor and City Council, and by statutes determining exact procedures. Supervision is exercised over subordinate personnel.

### EXAMPLES OF WORK PERFORMED

Prepares agenda for all formal City Council meetings; attends all meetings of City Council; reads proposed ordinances and other documents; and keeps official records of all City Council meetings.

Keeps other official City records such as executive orders and administrative regulations of the Mayor.

Answers questions, distributes minutes on City Council meetings and issues information concerning City Council action.

Checks and attests to official actions of the City Council; supervises preparation, indexing and filing of official minutes; keeps the corporate seal of the City.

Carries on official correspondence with other governmental jurisdictions particularly with reference to correspondence addressed to the City Clerk, Mayor or City Council.

Processes applications, collects fees, and records licenses and permits as ordered by legislation of City Council, State statute and/or Federal law.

Acts as secretary to Board of Equalization and other boards.

Prepares financial reports concerning expenditures, revenues and budgetary matters; prepares other financial reports and documents as directed.

Prepares and releases all legal advertisements of the City.

Supervises subordinate employees of the City Clerk's Division.

Performs related work as required.

**DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of the legal requirements relating to the keeping and preservation of City Council minutes and records.

Thorough knowledge of City government organization, and of the legal powers and duties of City officials.

Thorough knowledge of the rules of procedure for City Council meetings.

Considerable knowledge of the Lincoln Municipal Code.

Ability to maintain important records efficiently and accurately and to prepare clear and concise reports.

Ability to plan, coordinate and supervise the work of subordinate office personnel.

Ability to establish and maintain effective working relationships with City officials, co-workers and the general public.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major course work in public or business administration or related field; and considerable progressively responsible experience in administrative and clerical work involving frequent dealings with the public, plus experience in a supervisory capacity.

**MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent supplemented by college level course work in public or business administration and experience in administrative and clerical work involving frequent dealings with the public, plus some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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